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DDA 86-1325
1 August 1986

MEMORANDUM FOR: Director of Central Intelligence

FROM: William F. Donnelly
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 1 August 1986

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2. As a result of recent discussions between the Directors of the Offices of Communications and Information Technology (OIT), the first joint OC/OIT Planning Conference has been scheduled for October. The purpose of the conference is to allow senior managers the opportunity to address major issues confronting the two Offices.

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4. OC has received over 100 resumes each day in response to recruitment advertising in Michigan, Indiana, and Ohio.

5. A pilot program for the OC Satellite Operations Course using Accelerated Learning Techniques (AL) was completed on 18 July. Because of AL, all future Satellite Operations Courses will be scheduled for three weeks vice four weeks.

6. The Offices of Security and Training and Education prepared a 16-minute video on Computer Security Awareness. The video covers mainframe and word processing computer security concerns and will be available to components by mid-August.

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✓ 9. The design for the Child Day Care Center (CDCC) is complete. On 4 August the project architect will present to the CDCC committee a model of the center, which will be displayed at Headquarters. *Wah*

✓ 10. The first meeting of the laser disk working group (LDWG) will occur in early August. The LDWG will monitor progress in the field of optical recording and determine what applications may be of interest to the Agency. The LDWG is hosted by OL and will include representatives from the other directorates.

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✓ 11. The General Services Administration (GSA) has contracted with an occupational safety hazard group to inspect and recommend the method for removal of the asbestos [redacted] Until their report and recommendations are received, GSA has asked the owners [redacted] not to begin any removal work. The removal of the asbestos must be done according to GSA standards in order for them to approve the acquisition of the first floor for use by the Agency. Efforts by OL to speed up this process are continuing.

12. Inspectors from the Information Security Oversight Office (ISOO) conducted a two-day document classification review in four offices of the DI. Upon completion of the review, the Director, ISOO will report the findings of the survey to the DCI.

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13. On 31 July Mr. Bretton P. Sciaroni, Counsel to the President's Intelligence Oversight Board, accompanied by [redacted] the Deputy Inspector General [redacted] Appropriate briefings and demonstrations were provided by the Office of Training and Education (OTE).

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14. Career Trainee Class #89 was sworn in by the Director of Personnel on 28 July. [redacted]

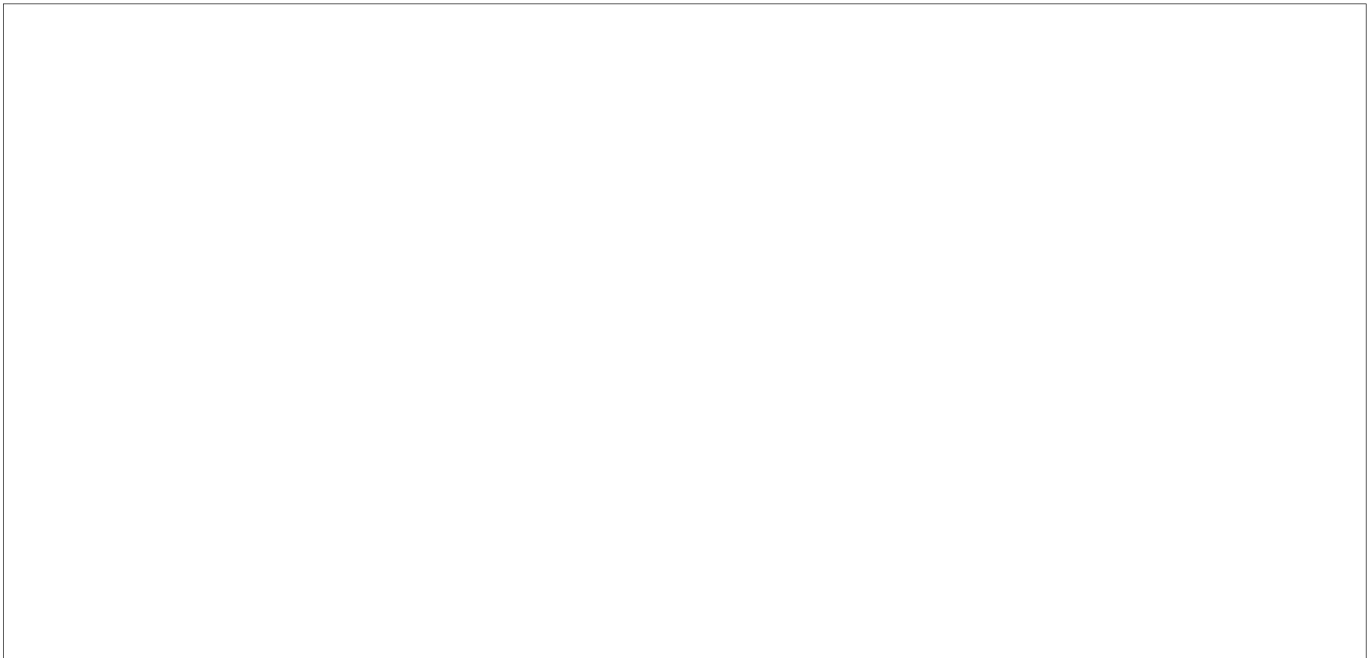
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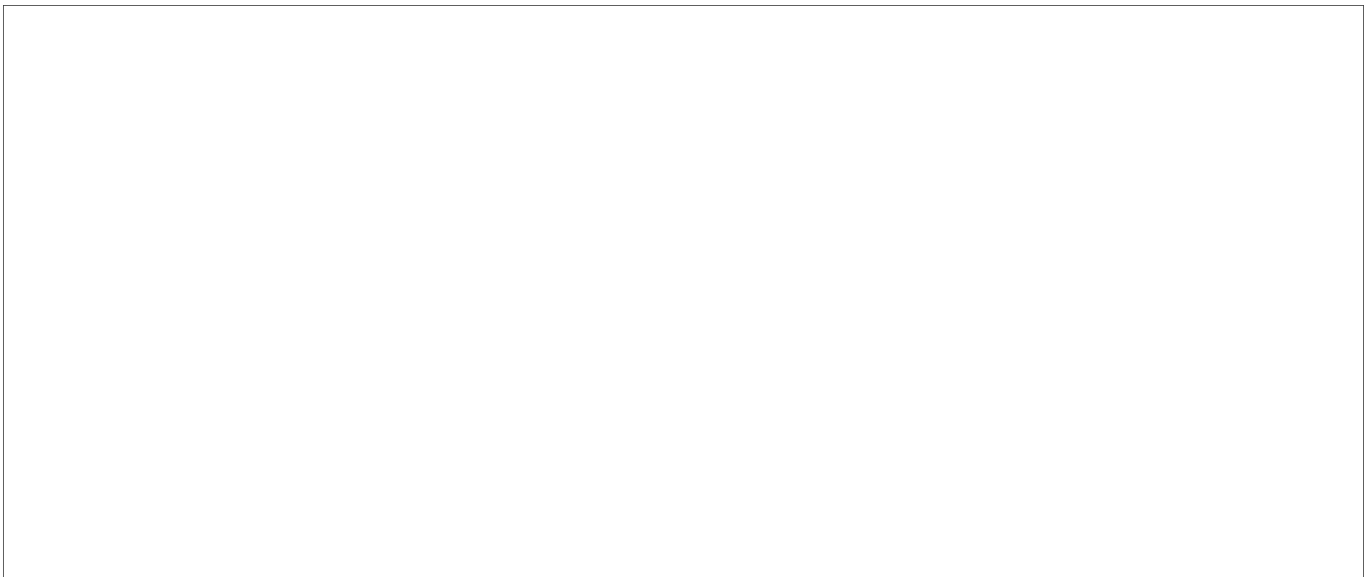
15. OTE has completed development of the Off Campus Program for the Fall Semester. Of the 17 courses, two are graduate level: The Middle East in World Affairs and International Technology Transfer. Because of the strength of the two courses, the University of Virginia waived a hard-and-fast rule against allowing graduate courses to run off campus.

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19. The Comptroller, OF, OIT and OL representatives met to review the Fiscal Year 1986 year-end closing procedures. Appropriate offices were tasked to take action on several items in order to enable a smooth year-end closing process that will ensure proper use of available funds.

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- Twenty Interns and Co-op students who expressed interest in the CT Program were provided with a special CT briefing.
- forwarded 24 complete applicant cases for further evaluation by the CT Division.
- Letters announcing the Agency's need for bilingual candidates for the CT program were sent to 17 ethnic associations on the West Coast. Leaders in the ethnic community who were previously interviewed were recontacted to emphasize our CT needs.
- Agency CT requirements were presented at the Mid-Atlantic College Placement Association annual conference in Charleston, South Carolina, by the Chief, WARAC.

22. Office of Personnel recruiters tested 95 typist/steno applicants last week, with 82 qualifying for further processing.

William F. Donnelly